

2-Way Memo

Subject: Equipment Sale at the Arkansas Chemical Company

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

To : William Tucker

DATE OF MESSAGE

ROUTING SYMBOL

March 5, 1988

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

On Scene Coordinator

FOLD

MESSAGE

FOLD

This memo is to confirm our discussion on Friday March 4, 1988, regarding the sale of equipment previously owned by the Arkansas Chemical Company. Mr. Herm Weiland and Mr. Richard Barnhardt of Lindley Laboratories inspected the equipment to be purchased on February 22, 1988, and a bid of \$1,000 was made. A problem arose as to who should receive payment. The City of Newark refused to accept payment based on a tentative agreement with EPA to hand over any funds generated at this site to help offset the cost of the cleanup. As such, I directed Mr. Weiland to make the check out to O.H. Materials, our ERCS contractor. O.H. Materials will in turn credit our account, delivery order #7445-02-008. Mr. Paul Butler of the City of Newark has been informed and has approved this course of action. Please notify Janet Feldstein.

REPLY

433595



From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

3. RETAINED BY ORIGINATOR